



Shenley Church End Parish Council

Parish Clerk: Mrs J Munn
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For Oxley Park Community Centre
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Oxley Park Community Centre Hiring Charges 1 April 2023 up to 31 March 2024

All bookings must include time for setting up and clearing away, chargeable at the relevant hourly rate

Occasional (Single) Bookings - Hall Hire Rates (Charges are INCLUSIVE of VAT)

Children's Parties (up to 14 years): **£28.00 per hour**
Available up to 9:00pm for a maximum of 4 hours
Family Parties/Private Functions: **£38.00 per hour bookings up to 11:00pm only**

Occasional (Single) Bookings - Hall Hire Rates Charity/Community Events (Charges are INCLUSIVE of VAT)

Hall hire: **£33.00 per hour**

For occasional (Single) bookings there is a HOLDING/DAMAGE DEPOSIT PAYMENT required in addition to the hire charges. This is refundable, subject to terms and conditions of hire. Please ring to discuss.

Regular (daily/weekly/monthly) - Hire Rates (Prices are INCLUSIVE of VAT)

Small Hall: **£12.50 per hour (includes use of kitchen)**
Large Hall: **£14.75 per hour (includes use of kitchen)**
Combined Halls: **£22.50 per hour (includes use of kitchen)**
For regular hiring periods of more than 20 hours per week: Ring to discuss charges and availability

Meeting Room hire: £8.50 per hour

Sizes and Capacity:

Small Hall: 6m x 7.5m **(capacity depends on activity taking place)**
Large hall: 6m x 10m **(capacity depends on activity taking place)**
Combined halls: 6 m x 17.5m **(max capacity is 70 people)**
Meeting Room: Approx 4/6 people

Maximum capacity for the building is 70 people

Included in ALL hire charges:

- Rectangular tables 8 @ 182cm x 68cm
- Rectangular tables 2 @ 120cm x 68cm
- Round tables 8 @ 160cm diameter
- Adult chairs
- Low level children's tables with 35 young children's chairs
- Use of kitchen facility and reception area
- Small outdoor paved area
- Car Parking Facility

Please Note: The building is closed on all Bank Holidays, and from December 22nd until the first working day of January and on Easter Day